

**Draft Diagnostic Safety Supplemental Items  
Survey Invitation and Reminder Notices**

**3/13/19**

# **AHRQ Diagnostic Safety Supplemental Item Set for the Medical Office Survey on Patient Safety Culture Pilot Test, Supporting Statement A**

## **Attachment D: Survey Invitation and Reminder Notices**

### **Survey Invitation**

**Subject Line: Invitation-- AHRQ Medical Office SOPS and Diagnostic Safety Survey**

Dear [INSERT FIRST NAME] [INSERT LAST NAME],

Your medical office is participating in the Medical Office Survey on Patient Safety Culture, sponsored by the Agency for Healthcare Research and Quality (AHRQ). It is a 20-minute Web survey that asks for your opinions about patient safety issues, medical error including diagnostic error, and event reporting in your medical office. Your survey responses are private.

**NOTE: YOU WERE CHOSEN TO BE PART OF THIS SURVEY. DO NOT FORWARD THIS INVITATION TO ANOTHER PERSON TO COMPLETE, OTHERWISE SOMEONE ELSE WILL BE YOUR VOICE!**

To take the Web survey, you must use a computer with Internet access.

Please take a few minutes to complete the Web survey through ONLY ONE of the following methods.

1) Click on the web survey hyperlink below:

|LINK1|

2) If the link does not take you directly to your survey, copy and paste the following into a browser window:

<URL LINK HERE>

The survey is voluntary, but your feedback will help your medical office find ways to improve patient safety. If you do not wish to answer a question, you may leave it blank. Westat will keep your individual survey responses private. Only group results will be reported.

If you have any questions about the survey, please call: [insert medical office point of contact name and phone number].

If you have any technical difficulties accessing the survey, please contact the Medical Office Survey on Patient Safety Culture Team at [DiagnosticSafety@westat.com](mailto:DiagnosticSafety@westat.com) or 1-855-390-2448.

Thank you very much for your participation.

Medical Office Survey on Patient Safety Culture Team

**AHRQ Diagnostic Safety Supplemental Item Set for the Medical Office Survey on Patient Safety Culture Pilot Test, Supporting Statement A**

**Attachment D: Survey Invitation and Reminder Notices**

**Survey Reminder**

**Subject Line: Reminder -- AHRQ Medical Office SOPS and Diagnostic Safety Survey**

Dear [INSERT FIRST NAME] [INSERT LAST NAME],

Recently, we sent you an invitation to complete a 20-minute Web survey about your perceptions of patient safety in your medical office. The survey, part of a research project sponsored by the Agency for Healthcare Research and Quality (AHRQ), asks for your opinions about patient safety issues, medical error including diagnostic error, and event reporting in your medical office.

If you have already completed and submitted your survey, THANK YOU VERY MUCH!

***If you have not yet had a chance to complete your survey***, please follow these instructions to access the secure survey Web site:

**NOTE: YOU WERE CHOSEN TO BE PART OF THIS SURVEY. DO NOT FORWARD THIS INVITATION TO ANOTHER PERSON TO COMPLETE, OTHERWISE SOMEONE ELSE WILL BE YOUR VOICE!**

To take the Web survey, you must use a computer with Internet access.

Please take a few minutes to complete the Web survey through ONLY ONE of the following methods.

1) Click on the Web survey hyperlink below:

|LINK1|

2) If the link does not take you directly to your survey, copy and paste the following into a browser window:

<URL LINK HERE>

Your feedback will help your medical office find ways to improve patient safety. Westat will keep your individual survey responses private. Only group results will be reported.

If you have any questions about the survey, please call: [*insert medical office point of contact name and phone number*].

If you have any technical difficulties accessing the survey, please contact: the Medical Office Survey on Patient Safety Culture Team at [DiagnosticSafety@westat.com](mailto:DiagnosticSafety@westat.com) or 1-855-390-2448.

Thank you very much for your participation.

Medical Office Survey on Patient Safety Culture Team